# POLICE EXTRA DUTY DETAILS

You may schedule off-duty Roanoke Police Officers to provide security for your event that takes place within the City of Roanoke.  Requests for off-duty police officers must be made at least 48 hours prior to the event. If you require an off-duty officer on a regular basis, we strongly encourage placing them on your payroll. Upon completing and faxing your contract application, you will be contacted by a member of the Roanoke Police Department to finalize your request.

## Two hour minimum for each officer

| RATES | Per hour for each Officer | $32.30 |
| (FICA included) | Per hour for each Supervisor | $37.68 |
| | Per hour if less than 48 hours notice | $48.44 |

NOTE        5-9 Officers requires one Supervisor
            10-14 Officers requires two (2) Supervisors
            15-20 Officers requires three (3) Supervisors

1.  Application should be received at least 48 hours prior to the scheduled event.

2.  Cancellation of the request must be made 24 hours before the scheduled starting time, otherwise a two-hour minimum will apply for every scheduled officer.

3.  Officers working your event will have a statement to be signed by a member of your organization when the event is over.

4.  Payment is due in 30 days upon receipt of invoice from City of Roanoke Billings and Collections Department.

5.  Please call the Patrol Captain's Office at (540) 853-1079 if you are in need of further assistance regarding off-duty assignments.  To submit the application fax it to the Patrol Captain at (540) 853-6616.

## REQUEST AND AGREEMENT FOR OFF-DUTY POLICE OFFICER SERVICES

APPLICANT _____ PHONE _____ FAX _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

REQUESTED BY _____ NUMBER OF OFFICERS NEEDED _____

DATE OF EVENT _____ START TIME _____ END TIME _____

SERVICES REQUESTED/COMMENTS _____

APPROXIMATE ATTENDANCE EXPECTED _____

LOCATION OF EVENT _____

_____ Officers at $32.30 per hour for _____ hours = $_____

_____ Supervisors at $37.68 per hour for _____ hours = $_____

_____ Officers/Supervisors at $48.44 per hour for _____ hours = $_____ when less than
48 hours notice given

Requested by _____

Address _____

Remit bill to _____

Address _____

Date _____

Signed _____

Phone _____